



**Boston Fire Department  
Fire Prevention Division  
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**Instructions for the Cutting/Welding and Other Hot Work Applications**

In order to better serve our customers, the Boston Fire Department in conjunction with the City of Boston is moving to a new online permitting experience on September 22, 2016 at <https://permits.boston.gov/>. In order to make this experience work to your advantage and complete a successful more timely application process **you must comply with all of the guidelines provided below.**

Please refer to 527 CMR 1.00 c 41 for all items covered by this permit

The maximum time allowable for this permit is six months.

All fields on the application must be **CORRECTLY AND COMPLETELY FILLED OUT**

- Incomplete or incorrect application(s) will be electronically sent back to you to be fixed.
- All permission letters must accurately meet the criteria listed below under the topic Permission Letter Criteria.
- Correctly submitted applications take 3 – 5 business days for processing and approval review.
- When the application is approved you will be prompted to log in and pay for your permit and you can print it at that time.

**Permission Letter Criteria**

All applications for Cutting/Welding and Other Hot Work must have a permission letter from the property owner, manager, or agent at the time of submittal, there are **NO EXCEPTIONS.**

Permission Letters must:

- If electronically submitted must be a .pdf file
- Be on letterhead
- dated
- specify the exact work location which includes:
  - i. Street Number
  - ii. Street Name
  - iii. Specific Location(s) on the property
    - 1. if the work is being performed in certain area(s) like the basement, or the elevator lobby, or the roof, the letter must specify these locations and the reason why the work is being performed
    - 2. list all floors where work is being performed, a floor and area must be individually listed, **“ALL FLOORS” IS NOT ACCEPTABLE AND THERE ARE NO EXCEPTIONS**
- list the name of every contractor performing Cutting/Welding and Other Hot Work on the property
- complete scope and description of work being performed must be included in all letters
- list the reason(s) for the work being performed must also be clearly stated
- signed by property owner/agent/manager

**Emergency Work**

If the job is an emergency **THE APPLICATION AND THE LETTER MUST STATE THIS.**  
An emergency relates to items such as:

- No heat in the winter,
- No water or hot water,
- No air-conditioning in the summer,
- Unusable handicapped facilities or
- Unsafe conditions.

A job that is time or fiscally sensitive on either the contractor's or property owners' part does not constitute an emergency. It must be a life safety issue.

### **Extensions**

Since the maximum time allowable for this permit is six months we do allow you to clone the application and select work type of extension in order to fast track your application.

- There are to be no changes in the location and scope of work from the existing permit
- You must provide your original permit number and it may not have expired
- You must have a valid permission Letter

If the above is not the case it is a totally new application and all of the above is required.

**Note:** It is the contractor's responsibility to have all original permits posted and maintained on job-site.

### **Paid Details**

Only upon approval will it be known as to whether a Paid Detail will be required. If one is required you are to request a paid detail on-line at when your permit is issued to you.

<http://www.cityofboston.gov/fire/inspections/sdiform/firerequest.aspx>